

UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

090

Job vacancy

October 29, 2003

OPEN TO:	All Interested Candidates
POSITION:	SECRETARY (C-004)
CLOSING DATE:	Wednesday, November 12, 2003
WORK HOURS:	Full time; 40 hours/week
ANNUAL SALARY:	FSN/PSC- 7 – Col. Ps. \$25,093,724.00

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO:

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Secretary in the USAID (United States Agency for International Development).

BASIC FUNCTION OF POSITION:

This position is located in the Front Office, USAID/Bogota. The primary purpose of this position is to assist the Deputy Mission Director (DMD) in the management of his/her office by providing a variety of administrative, secretarial and clerical support to him/her and, as time permits, to the Front Office staff members. Prepares program and other documents in final with responsibility for format, etc., from drafts provided by the Deputy Mission Director or based on guidance of the DMD. Obtains clearances, controls, tracks and files a variety of project and program implementation documents and resolves problems encountered in connection with these. Manages the office correspondence. Receives, distributes and tracks action items. Helps draft letters and inter-office memoranda. Translates documents from English to Spanish and vice-versa. Makes appointments and keeps the Deputy Mission Director's calendar, in coordination with the Director's calendar. Sets up meetings with counterparts and coordinates with the Technical Offices, arranges for conference rooms, etc. Arranges trips and travel for the Deputy Mission Director. Maintains unclassified official subject and chronological files, as well as working files for Deputy Mission Director.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Performs a variety of secretarial and administrative support duties for the Deputy Mission Director and serves as principal liaison between the USAID/Colombia Deputy Mission Director and the Mission staff and outside private and public sector contacts.

1. Receives visitors and phone calls, referring callers to the Deputy Mission Director or to another Office as appropriate. As directed or in response to incoming requests, arranges appointments and conferences with Mission and Government of Colombia (GOC) officials, Embassy and other U.S. Government officials, officials of other donor agencies, contractors and others. Sets up meetings, arranges for conference rooms, etc. Keeps the Deputy Mission Director's calendar and reminds

him/her of commitments. Reschedules appointments in cases of conflicts. Places local and long distance calls for the Deputy Mission Director.

2. Manages all Deputy Mission Director's official correspondence. Receives, reviews and controls all incoming and outgoing correspondence and communications in close coordination with the Correspondence and Records (C&R) Office. Routes correspondence to supervisor or appropriate staff member, including information copies as required. Tracks documents which have been sent to other offices and follows up when these appear to be in danger of delinquency. Ensures quality control of outgoing Deputy Mission Director's correspondence. Keeps track of all actions forwarded to the Deputy Mission Director and prepares a delinquent action list for the supervisor on a weekly basis or more frequently as requested. Records and tracks other pending actions and informs supervisor and other staff regularly as to status.

3. Types a variety of correspondence, reports, tables and spreadsheets, faxes and other documents in draft and final form for the Deputy Mission Director. Ensures that all are in proper form, consistent with standard requirements. Proofreads own work before submitting to his/her supervisor for signature or approval and ensures that format, spelling, grammar, punctuation and phraseology are correct. Translates documents, general correspondence and other materials from English to Spanish and vice-versa. Drafts routine correspondence based on oral or written instructions. Locates, obtains and tracks appropriate clearances and signatures.

4. Makes travel arrangements for the Deputy Mission Director. Prepares travel authorization requests (TARs) and, after approval, the actual TA. Makes hotel and airline reservations through the travel agency. Arranges for transportation to and from the airport and for customs expediting assistance. Prepares travel vouchers after completion of travel. Provides similar logistic services to consultants and other incoming visitors reporting to the Deputy Mission Director.

5. Maintains unclassified official subject and chronological files, as well as working files for Deputy Mission Director.

6. Serves as back-up to the Mission Director's secretary and is responsible for supporting the Director during the secretary's absences.

B. Provides other logistic services to consultants and other incoming visitors reporting to the Deputy Mission Director. Performs other miscellaneous related duties as assigned.

MINIMUM QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

- a. Education: A high school education is required.
- b. Prior Work Experience: Three to five years of progressively responsible experience is required in secretarial, clerical or administrative work.
- c. Language Proficiency: Level IV (fluent) English ability and equivalent in Spanish are required.
- d. Knowledge: Requires a thorough knowledge of secretarial, clerical and general administrative procedures, as well as Microsoft Office software.
- e. Abilities and Skills: Strong interpersonal skills, tact, diplomacy, discretion and customer service are required. Must be able to juggle competing demands and re-prioritize work accordingly. Must be able to format and prepare final documents, track the clearance process, monitor and follow through on actions, and interact with USAID and GOC officials to clarify issues and resolve problems. Masters latest technology related to Office software and applications. Requires ability to learn and use the Automated Directives System (ADS), as well as USAID handbooks, USAID/Colombia Mission Orders and of USAID procedures for the preparation and processing of correspondence and related documents.

DESIRED QUALIFICATIONS:

- a. Education: Completion of professional secretary studies or some college/university work is highly desirable.

ADDITIONAL INFORMATION:

Post Entry Training: May receive periodic secretarial specific training courses. On-the-job training in elements of Mission's Strategic Objectives, and administrative related matters, as required.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY:
11/12/03**

DISTRIBUTION: "BB"
AID SECRETARY C004.DOC

